



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING  
400 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243

TELEPHONE: 615-313-4700 FAX: 615-741-4165  
TTY: 1-800-270-1349  
www.state.tn.us/humanserv/

**PHIL BREDESEN**  
GOVERNOR

**VIRGINIA T. LODGE**  
COMMISSIONER

**MEMORANDUM**

**TO:** All Licensed Drop In Child Care Centers

**Cc:** Child and Adult Care Licensing Staff and Partners

**FROM:** Lois Barrett Luke, Director, Child and Adult Care Licensing

**DATE:** June 8, 2009

**RE:** Personal Safety Curriculum for Drop In Centers

Public Chapter 1032, passed in 2008, requires that all child care agencies have and present a personal safety curriculum. For children age 4 and above, it must include a sexual abuse prevention component. It also requires that parents be notified of this requirement and allowed to review the curriculum. This law applies to all licensed child care agencies, including Drop In Centers.

Because Drop In Centers do not routinely have children in care on an on-going basis, a traditional curriculum like Keeping Kids Safe is neither appropriate nor practical.

The attached "Personal Safety Tips For Children and Their Parents" has been developed to meet the curriculum requirements. The "Personal Safety Curriculum Notification Form For Drop In Child Care Centers" will serve to notify parents. Both forms can be found at: <http://www.tennessee.gov/humanserv/adfam/ccrfp.html>.

Drop In Centers must familiarize staff with both forms and be prepared to discuss with parents. Effective immediately, parents of children ages 3 and over must be provided with a copy of "Personal Safety Tips For Children and Their Parents". Parents must also be provided with a copy of the "Personal Safety Curriculum Notification Form For Drop In Child Care Centers". This form must be signed by the parent or guardian and maintained on file at the center.

For additional information, please contact your Program Evaluator.

cc: Ed Lake, Deputy Commissioner  
Glenda Shearon, Assistant Commissioner for Adult and Family Services  
Barbara Wall, Program Director, Child Care Services  
Kim Beals, Assistant General Counsel